The BASO Connection

About This Newsletter

The BASO Connection is a monthly publication intended for users working in the systems supported by the Business and Administrative Systems Office (BASO). The BASO provides support for Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.

Core Financial Corner

Big news from the BASO! There are two new Core Financial training courses available – Cost Management and Budget Execution.

Cost Management

The Cost Management Course gives an overview of Full Cost, Cost Management, and Financial Master Data structures while providing explanations regarding Recording of Cost and Cost Assessment Processing. The course also touches on the NASA Supply Management System (NSMS) and Labor Interfaces.

Budget Execution

The Budget Execution Course provides a high-level overview of the Budget Execution process, focusing on the relationship between Core Financial roles and financial management functional areas. This course also discusses how business processes, people and software systems are integrated using Core Financial to manage many of NASA's financial activities.

To register for one of these classes, visit the Core Financial Training Calendar at http://corefinancial.hq.nasa.gov/training.htm.

BASO Training Courses

Don't forget about the other BASO training courses…

Financial Master Data
Purchase Requisition Basics
SAP Cross-functional
Purchase Requisition Intermediate

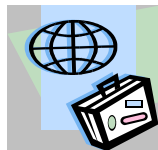Sign up for these classes using the BASO Training Calendar at http://baso.hq.nasa.gov/training.htm.

Purchasing SR Update

The Competency Center briefly lifted the hold on all PR Release Strategy Service Requests (SRs), allowing additional SRs to be submitted through January 25. The Competency Center will continue to process these SRs until February 21, when their focus will turn to Goddard's Center Reorganization. At this time, Release Strategy SRs will be put on hold again until March 11. Anyone who submitted an SR during the initial freeze should see a response in the near future. Contact the BASO with any questions.

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Travel Manager: What's Your Status?

Did you know - CI Travel can only issue tickets after the Regional Finance Office (RFO) has stamped a travel authorization as "Approved" in Travel Manager (TM)? As a Travel Manager user, you can check the status of your documents to see where they are in the Routing Process.

To check the status of your document:

- Log into Travel Manager and click the *Open Document* link on the document tool bar.
- Click on the *Open Document* icon next to the desired document
- If the document has not completed routing, the Open Document Signature page is displayed. Click on the *Get Document as View only* button in the upper right corner (but don't enter your signature pin when checking the document status)
- Once the Document Summary page is displayed, access the Document Status by clicking on the *Document Status* link on the toolbar

The Document Status page displays the document's Routing Area and History. The Routing Area shows the reviewers/approvers who still need to review the document, and the Document History section shows where the document has previously been routed. For questions about Travel Manager, visit the TM website at http://travel.hq.nasa.gov/.

Integrated Asset Management is Underway

You may have heard about the IFM Program's newest module, Integrated Asset Management (IAM). On January 11, 2005, the IAM Project Team in Huntsville kicked-off the Realization phase, in which the Agency solution is pilot tested.

What is IAM?

NASA controls a wide range of assets, including land, buildings, aircraft, space vehicles, computers, and other supplies. IAM at NASA is designed to track and monitor property controlled by the Agency and to ensure that it is used efficiently and effectively. IAM will be implemented using a phased approach, and each Release will provide new and expanded functionality:

- Release 1 - Materials Management, Store Stock, Stand-by Stock and Program Stock (except Aircraft – Stand-by Stock and Program Stock)
- Release 2 - Asset Accounting, Acquisition of Property and Equipment, Facilities & Equipment Maintenance, Property, Quality Management, and Space Utilization
- Release 3 - Aircraft Maintenance, Repair & Overhaul, Configuration Management (Track Engineering Changes), Document Management System, and Environmental Disposition and Remediation

For more information about Integrated Asset Management, visit the IFM Program website at http://ifmp.nasa.gov.

The BASO is saying goodbye to one of our own! David Neumann, who was integral in the creation and success of the BASO, is leaving NASA to embark on a new career path. We wish him all the best, and would like to thank him for his hard work and dedication to the BASO. We'll miss you, Dave!

Farewell, Dave

BASO Footnotes

Everyone at NASA has a unique story, and now's the time to tell yours! NASA is implementing the Competency Management System (CMS), an Agency-wide application used to measure and monitor the Agency's knowledge base. CMS helps match the talents and strengths of NASA employees with the positions that can best utilize these skills. Stay tuned for more information!

The IFMP Contract Management Module (CMM) is on its way! CMM will provide a comprehensive tool to support contract writing, contract administration, procurement workload management, and data reporting/management for NASA. More information is coming soon!

BASO Contacts

The BASO provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and WebTADS.

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.

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